


CORRESPONDENCE HANDBOOK

June 1965

Revised

 A9a
0/Personnel

15 June 1965

MEMO FOR: ✓ Secretaries to DCI
Secretaries to DDCI
Secretaries to Ex Dir

SUBJECT : Correspondence Manual

1. The attached is my stab at the Correspondence Manual. It is a very rough draft and should therefore be read with a "Do-as-I-say-and-not-as-I-do" thought in mind, disregarding margins, erasures, smudges, etc.

2. I will appreciate any constructive criticism of wording, format, and content, and would especially like to ask each of you to check for accuracy the comments I have made about the preferences of your respective bosses and offices regarding correspondence practices and procedures. I admit that some of the instruction spells out my own personal preferences and some are practices as I remember them. Therefore, the information may be dated or inaccurate.

3. If it is felt that we should meet again to discuss this Manual further, please give me a jingle. If meeting is not desired, would surely appreciate your comments as soon as you can conveniently give them to me.

Bernie

FOREWORD

The Correspondence Manual is revised to update correspondence practices in general and to discuss specifically correspondence to be prepared for the Office of the Director. "Office of the Director" for the purposes of this Manual includes the Director, Deputy Director, and the Executive Director.

Because of the size and multiformity of the Agency, and the diverse and specialized tasks of the various components, it is felt that one correspondence manual cannot adequately cover standards for preparation of all types of communications for the entire Agency. Therefore, while this portion of the Manual discusses background of all correspondence, it is an attempt to give detailed guidance to secretaries in the preparation of correspondence for the Office of the Director.

Each of the Deputy Directorates will prepare and furnish their own components a supplement to this manual which will give added and detailed information regarding procedures and practices peculiar to the components of those Directorates. However, since uniformity is important in efficient correspondence operations and aids so greatly in speeding the production of work, it is hoped that all components will conform as much as possible to the basic style and format, or correspondence practices in general, as set forth in this Manual.

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Chapter I

BACKGROUND FOR ALL CORRESPONDENCE

Section A. DEFINITIONS

1. Official CIA correspondence includes all recorded communications sent or received by Agency personnel in the execution of their official duties. However, for purposes of this Manual the word "correspondence" refers only to memorandums and letters originated within the Agency.
2. Copies. Unless further qualified, the word "copy" as used in this Manual refers to a carbon (or reproduced) copy of Agency correspondence. In addition, the following terms apply:
 - a. A courtesy copy is a copy of correspondence furnished certain addressees, and forwarded with the original. Headquarters addressees who have not indicated a need for courtesy copies should not be furnished them. Courtesy copies are not required for addressees outside CIA except Members of Congress and officials of other Federal agencies. Courtesy copies going outside CIA are always prepared on letterhead paper. Section B of this Manual discusses stationery.
 - b. An information copy is one sent to interested offices other than the addressee and is prepared on tissue -- letterhead if going outside the Agency, and on plain tissue if for internal use.
 - c. An official file copy is one prepared for retention in official files. Official files are those located in specified elements of the Agency and which contain material officially documenting the operations of that element. (The official files for the entire Office of the Director are located in the Executive Registry.)

d. The basic, for the purposes of this Manual, is the basic or original piece of correspondence in a file or series of correspondence, or is the original document being responded to. Normally, after reply has been forwarded or necessary action has been taken, the basic will be filed with the official file copy in the official files. However, if other offices would have need for a copy of the basic, it is the responsibility of the office preparing the response to make copies available as required.

3. A reference is a brief citation of material ^{background or previous correspondence} which relates to the subject matter of the correspondence. In a memorandum, a reference (or references) may be shown in a reference line, whereas in a letter references are always included in the text.

4. An enclosure or an attachment is material forwarded with correspondence. An enclosure may be forwarded separately ("under separate cover") if so indicated.

5. The command line, or the authority line, is used only in memorandums, when the individual signing the correspondence has been delegated authority to do so for a higher official. Officials signing for the Director will use "FOR THE DIRECTOR, CENTRAL INTELLIGENCE AGENCY, " or "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE, " as appropriate. Command line for lower echelons are similarly worded except for the official's title.

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Section B. STATIONERY

6. Agency correspondence is prepared on four basic types of paper: Letterhead stationery, plain bond, Form No. 1132 (Memorandum of Conversation), and Standard Form 10 (Office Memorandum). In addition, stocks of tissue weight letterhead paper and letterex are provided for carbon copies. (Letterex is tissue stationery with a sheet of one-time carbon paper attached. Its use speeds typing operations and reduces carbon soilage of hands, stationery, and clothing. Neater typing productions requiring less preparation time are the result. Letterex is stocked in the Agency supply system.) The Exhibits in Chapter _____ of this Manual illustrate the various types of stationery used by the Office of the Director and give guidance on choosing the correct type. Appropriate letterhead bond and corresponding tissue will be used in preparation of correspondence for the signature of the Director, Deputy Director, and Executive Director when that correspondence is to go outside the Agency. Plain bond will be used when addressing correspondence to these three officials, or in preparing correspondence for their signature when addressees are other CIA officials. Since Standard Form 10 is not used by the Office of the Director, it will not be discussed in this portion of the Manual but will be included in the supplements prepared by the four Deputy Directorates, as will any other stationery peculiar to those offices.

what about Form No. 1132 ?

Section C - WHICH FORM TO USE --
Memorandum or Letter

7. Choosing the format for correspondence (letter or memorandum form) is normally left up to the originator. Letter format is used in correspondence with addressees outside the Government (private individuals and organizations), and may be used for ~~formal~~ correspondence with officials of Government agencies, Members of Congress, and the Executive Office of the President, where formality is desired. Where informality is desired, memorandum format may be used. When responding to incoming correspondence, reply may always be prepared in the same format as was used in the incoming correspondence. Samples of letters and memorandums, Exhibits _____ through _____, are intended to give guidance in format and style. personally
discuss

Section D. BASIC STYLE

8. General. Correspondence is prepared in several formats. However, there are certain style standards applicable to each of these. The following basic elements are therefore described to avoid repetition in succeeding chapters. The sequence of these descriptions parallels the order in which elements would be considered by a typist preparing the correspondence.

9. Margins. The most important thing to keep in mind is that correspondence should have a well-balanced appearance. The width of margins will vary with the length of the text; however, minimum standards provide that right, left and bottom margins of first pages should not be less than one inch. Margins of second and succeeding pages likewise should not be less than one inch, including the top margin, and should correspond in width to the margins on the first page. The following is a guide to margin widths for memorandums and letters:

<u>Text Length</u>	<u>Side Margins (approximate)</u>
Short (up to 10 lines)	1-1/2 to 2 inches
Medium (10 to 20 lines)	1 to 1-1/2 inches
Long (20 lines and up)	1 inch

(Note: A full page with minimum margins is preferable to two pages with wider margins.)

10. Date. The date is expressed without punctuation in the following sequence: day, month, year -- e.g., 16 June 1965. It may be typed or stamped as circumstances dictate. The date should be shown on the original and all copies, and should always be the date on which the correspondence was signed. Accordingly, omit the date whenever correspondence is prepared for signature outside the preparing office, or when there may be some other cause for delay in signing. Always omit the date when preparing correspondence for the signature of the Director, his Deputies, or the Executive Director.

If it is appropriate to date the correspondence at the time of typing, place the date flush with the right margin, two spaces below the last line of a letterhead if using that type paper, or seven to ten spaces down on plain bond, depending on the length of the text.

11. Heading or Inside Address.

a. Memorandums -- Heading. When using memorandum format, "MEMORANDUM FOR" is typed in all caps, beginning at the left margin, four spaces or so down from the date if one has been inserted. If the date has not been typed in, begin the heading approximately 11 spaces from the top of the paper or the last line of the letterhead. This will vary, however, depending on the length of the memorandum. Two spaces after the colon, insert the addressee's title. Continue the title across the page and on a second line if necessary, indenting the second line two spaces in from the beginning of the addressee's title.

Exhibit _____ illustrates a memorandum for only one addressee. However, a memorandum may also be addressed to two or more recipients if each has equal interest in the subject matter or equal authority to take action. In such a case the "MEMORANDUM FOR" line would appear as follows:

MEMORANDUM FOR: Deputy Director for Support
Deputy Director for Intelligence

The use of multiple addressee memorandums is encouraged to minimize preparation of individual correspondence.

A "THROUGH" line is rarely used in memorandums sent outside the Agency. It is used within the Agency primarily on memorandums of information. For instance, if the Director of Personnel is forwarding a memorandum containing information for the Director, he will forward the memorandum through the Deputy Director for Support, who will initial the correspondence and forward it on to the Director. If the memorandum were being submitted with a recommendation for the approval of the Director, or were transmitting correspondence for his signature, the correspondence would still be forwarded through the appropriate Deputy Director but the "THROUGH" line would be omitted and a "CONCURRENCE" line would be used instead. (See Section _____ for information on concurrences.) The "THROUGH" line is typed in all caps, even with the left margin, and two spaces below "MEMORANDUM FOR." The THROUGH addressee is shown as a title and is placed in line with the "MEMORANDUM FOR" addressee.

The "SUBJECT" line is typed even with the left margin, two spaces below the last addressee line, and is typed in all caps. This introduces a brief statement of the subject of the memorandum. The subject is continued across the page and on a second line, if necessary. The second line should be indented two spaces if used. The first and all other important words in the subject should be capitalized.

A "REFERENCE" line may be necessary in citing material related to the subject matter of the memorandum. The reference line begins with the word "REFERENCE" or "REFERENCES" typed in all caps beginning at the left margin, two spaces below the subject line. Following this, references are listed with the first word of the subject. If more than one reference is listed, designate each alphabetically by small letters in parentheses. A single reference is not so designated. (See Exhibit _____.)

b. Letters. In using letter format, the inside address is typed in block form, approximately five spaces down from the date if one has been inserted, or approximately ^{ten} spaces below the last line of the letterhead. This, of course, will vary with the length of the letter. Single spacing is used unless address contains only two lines in which case double spacing is preferred. When it is necessary to continue a name or title to a second line, the carry-over is indented two spaces. Streets designated by number should be spelled out if under two digits, as well as the words "Street," "Avenue," etc. Zip Codes should be included if available. *Example*

The salutation is typed two spaces below the inside address, flush with the left margin, followed by a colon. (See Chapter _____ for Forms of Address.)

12. Line Spacing. Normally, the body of correspondence is single spaced. However, if the text is less than nine lines and consists of but one paragraph, double spacing is used.

13. Paragraphing.

a. Memorandums. When a memorandum is but one paragraph in length, the paragraph is not numbered. If the memorandum is two or more paragraphs in length, primary paragraphs are numbered consecutively with Arabic numerals, and subparagraphs are identified alphabetically and numerically. The pattern for paragraphing is as follows:

1.
.....
.....

a.
.....

(1)
.....

1. -----

a. -----

b. Letters. Primary paragraphs are indented five spaces but are not numbered. Subparagraphs, if any, are indented and identified by letters and numerals as shown above.

(Eight spaces if on
Executive-type, electric * type-
writer)

14. Page Numbers. The first page of correspondence is not numbered. ~~Second and succeeding pages are numbered.~~ Second and succeeding pages are numbered consecutively with Arabic numerals centered one-half inch from the bottom of the page. Numerals are typed without parentheses or dashes.

Top Left?

15. Continuations. The body of a memorandum or letter is continued on second and succeeding pages, starting about one inch from the top of the page. Plain stationery is always used. One should avoid dividing a paragraph of three or fewer lines between pages. At least two lines of a divided paragraph should appear on each page. A word should not be divided between two pages. If the body of a memorandum or letter is completed so near the bottom of a page that there is no room for the signature, at least two lines of the last paragraph are carried over to the last page. This is done so the signature will not become separated from the text.

16. Signature and Title. Methods of indicating signature and titles vary according to different correspondence formats. In memorandums, the name of the signer is typed five spaces below the last line of the text, one or two spaces to the right of the center of the page. The title is typed immediately below the signer's name, in initial caps only, and centered with respect to the name of the signing official. The same applies to a letter, and the name is typed five spaces below the complimentary close. Some officials prefer the name typed in all caps when using memorandum form, but in preparing correspondence for the Director, Deputy Director, and Executive Director-Comptroller, initial caps are used in all cases.

Top Left.

Following are the signature blocks used by the Director, Deputy Director, and Executive Director, and are further explained in sample correspondence, Exhibits _____ through _____. As you will note in the samples, signature elements vary according to content of correspondence and stationery being used:

Signature blocks for the Director:

If on "Director of Central Intelligence" letterhead:

Sincerely, *

W. F. Raborn

If on "Central Intelligence Agency -- Office of the Director" letterhead:

Sincerely,

W. F. Raborn
Director

If on "United States Intelligence Board" letterhead:

Sincerely,

W. F. Raborn
Chairman

If on plain bond stationery (for internal memorandums):

W. F. Raborn
Director

Signature blocks for the Deputy Director:

If on "Central Intelligence Agency -- Office of the Deputy Director" letterhead:

Sincerely,*

Richard Helms
Deputy Director

If on plain bond (for internal memorandums):

Richard Helms
Deputy Director

In signing for the Director in his absence:

Richard Helms
Acting Director

Signature blocks for the Executive Director:

If on "Central Intelligence Agency - Office of the Director" letterhead:

Sincerely,*

Lyman B. Kirkpatrick
Executive Director**

If on plain bond, title is also typed under name. In signing as "Acting Director" or "Acting Deputy Director" in their absence, appropriate letterhead will be used, i.e., "Central Intelligence Agency, Office of the Director." or "Central Intelligence Agency, Office of the Deputy Director."

*(Complimentary close used by the Director, Deputy Director, and Executive Director is "Sincerely." In memorandum format, complimentary close is, of course, omitted.)

**(If subject concerns Agency money matters, title becomes "Executive Director-Comptroller," but the same stationery is used.)

17. Enclosures or Attachments

a. Listing Enclosures or Attachments. Enclosures are listed two spaces below the signature title, beginning with the word "Enclosure," "Enclosures," "Attachment," or "Attachments," typed flush with the left margin. Immediately below and indented two spaces from the left margin, each enclosure is listed by number and briefly described. It is not necessary to number a single enclosure. Do not extend the description of an enclosure beyond the center of the page. Indicate enclosures on the original and all copies.

If an enclosure consists of more than one copy, the number of copies is shown in parentheses following the description of the enclosure. Enclosures forwarded under separate cover should be so identified.

The following illustrate typical enclosure listings:

Single enclosure:

Enclosure:
CIA Training Manual No. 6

Multiple enclosure:

Enclosures:

1. Form No. 30-4 (3 copies)
2. SecDef letter of 5 Jan 63
3. CIA Correspondence Handbook (2 copies - separate cover)

b. Identifying Enclosures - Enclosures themselves are identified by the abbreviation "Encl." followed by the appropriate enclosure number. This identification is placed only on the first page or cover of the document, in the lower right corner about 1/2 inch from the bottom of the page. It may be handwritten or typewritten. It is emphasized, however, that it should not be handwritten in ink or typewritten if there is a possibility that the enclosure may be referred to later by some other identification.

18. Copy Distribution: Three rules govern when to show copy distribution information on originals and copies:

a. Do not show internal CIA distribution on any original or copies of correspondence to be sent outside the agency.

b. Distribution of courtesy or information copies going outside the Agency normally would be shown on the original (going outside the Agency) and on courtesy and information copies, and on all internal copies, unless dictating official or signer desires not to inform them that such distribution was made.

c. All distribution may be (and in most cases should be) shown on original and all copies of internal correspondence.

When it is desirable to indicate to an addressee outside the Agency that other outside parties or agencies are to receive copies, the recipients of copies are listed under "cc" on the original and every copy prepared. The distribution of the original and all other copies, however, is shown separately under the word "Distribution" only on copies retained in the Agency. This, the entire distribution of copies outside the Agency is positively shown on copies retained. Also, this format aids mail handling.

To indicate distribution of information copies, type "cc:" in lower case flush with the left margin, two lines below the title of the signing official or the enclosure listing. List the information addressees in the following manner, indicating those to receive enclosures:

cc: Director, FBI, w/Encl. 1
Director, NSA

To show the distribution of the original and all other copies, type the word "Distribution" flush with the left margin, two spaces below the last external information addressee, on internal copies only. This information will be listed in the following manner:

Distribution:

Orig and 1 - Addressee
1 - DCI
1 - Executive Registry
1 - DD/S
1 - (Others as deemed necessary.)

19. Originating Office Identification. This identification consists of the organizational symbol of the office originating the correspondence, the writer's name, the typist's initials, and the date the correspondence was dictated. This information is typed all on one line started flush with the left margin and two spaces below the last copy distribution designation. Standard organizational symbols are used. The writer's name is in initial

caps, separated from the organizational symbol by a colon. The typist's initials are in lower case. The date is abbreviated and in parentheses. For example:

DD-S/TR/IS:JCDoe:abc (15 Jun 65)

The originator's telephone extension should also be shown whenever inclusion of this information will not jeopardize the security of operations. Place the extension immediately after the typist's initials, separating it from the initials by a slash mark. For example:

DD-S/TR/IS:JCDoe:abc/2468 (15 Jun 65)

If rewriting correspondence which was originally done by another office, identification should be shown in the same manner. For example:

DD-S/TR/IS:JCDoe:abc (15 Jun 65)
Rewritten: DD-S:KLBlack:os (16 Jun 65)

The originating office identification is never shown on the following:

- a. Original and copies sent outside the Agency.
- b. The original and courtesy copy of an internal memorandum prepared on plain bond, addressed to, or prepared for the signature of the Director, Deputy Director, or Executive Director.
- c. The original and copies of letters of commendation (except the signer's copy).

20. Classification. The classification and any control markings are stamped in accordance with current Agency Security Regulations. This is the responsibility of the originating office, and will be discussed more specifically in the supplements to this Manual prepared by the offices of the Deputies.

21. All necessary envelopes, postage slips, document and courier receipts, and routing sheets will be completed by the office preparing correspondence and included with the correspondence as it goes forward to the office of the signing officials. It is not necessary to forward signature tabs when preparing correspondence for signature of the Director, Deputy Director or Executive Director. The order of assembly of the correspondence is discussed in Section ____.

Section E. CONCURRENCES AND APPROVAL

22. Indicating Concurrences

- a. Indicating Concurrences as an Integral Part of a Memorandum. Concurrences shall be indicated on the original and all copies of memorandums which will not leave the Agency, when it is desired that concurrences be made an integral part of the correspondence. This method is particularly desirable when considerable coordination or concurrence is necessary outside the originating office, or when the signing official or the recipient of the memorandum may desire a record of concurrences by the officials' surnames and titles.
- b. Indicating Originator and Concurring Officials on Correspondence for Signature of the DCI, DDCI, and Executive Director. In order that the Director, Deputy Director, and/or Executive Director may know who has prepared and concurred in correspondence for their signatures, official file copies will bear the signature and title of the originator and each concurring official. (See also paragraph 22b.) The originator's and concurring officials' signatures should be identified by the words "ORIGINATED BY" and "CONCURRENCES" respectively.

23. Indicating Approval as an Integral Part of a Memorandum.

- a. To eliminate preparing additional correspondence at approving levels, a space for the approving official's signature may be provided on the original and all copies of a memorandum which will not leave the Agency. An approval line is indicated by the word "APPROVED" in all caps begun one or two spaces to the right of the center of the page, and six spaces below the last signature line. ~~Two or three spaces to the right of "APPROVED" and on the same line.~~ Two or three spaces to the right of "APPROVED" and on the same line, type a solid line for the date. Center the word "Date" beneath the line. Six spaces below the date line and centered with respect to it, type in the approving official's name in all caps. Center his title beneath in initial caps only. The approval line for the Director, Deputy Director, or Executive Director may be typed in this manner, or may be indicated by using the following or a similar sentence: "The recommendation contained in paragraph _____ is approved." (See Exhibits _____ and _____.)

b. Consider the following requirements when an approval line is used:

- (1) Since the original will be returned to the originating or action office, it will be necessary to make an additional copy for the signer's files and one for the official files, and other copies as required.
- (2) Action of the approving official shall be indicated on all copies.
- (3) Under no circumstances will information or file copies be distributed until action has been taken by the approving official.

24. Responsibility for Concurrences

- a. Originating Official. It is the originating official's responsibility to secure all necessary concurrences within his organizational element, and to provide adequate routing of the correspondence to other offices for concurrence. Providing adequate routing includes a review of the assembled correspondence to ensure that routing slips bear the names of every office concerned.
- b. Concurring Officials. Concurring officials shall sign originals or copies in the spaces provided. (See Exhibits _____ and _____.) Nonconcurrences shall also be indicated and the reasons therefor typed to the right of the official's signature on the original and all copies. The concurring official will also ensure that the copy for his office is not removed from the correspondence assembly since the memorandum is not an official document until signed. The copy for his office will be forwarded from the office of the signing official if the memorandum becomes official.
- c. Secretaries. It is the responsibility of secretaries at concurring levels to type the names of concurring officials, the date action was taken, and any notations of concurrence or qualified concurrence to each copy of a memorandum that will not leave the Agency. The concurring official's signature shall be indicated above his title in the following manner:

/s/ Baird Matthews
Director of Training

Section F. ENVELOPES AND MAILING

25. Types of Envelopes. There are various types of envelopes available and choosing the appropriate envelope (or envelopes) is the responsibility of the office preparing the correspondence.

The Agency uses both penalty indicia (franked) and nonpenalty envelopes and labels. The penalty clause "Penalty for Private use to Avoid Payment of Postage \$300" appears in the upper right corner of the franked envelopes. Penalty indicia should not be used for: Mail on which additional postage is required, i.e., air mail, mail for most foreign countries, or mail weighing over four pounds; personal correspondence and other unofficial mail; inner envelopes used for double sealed material; and, mail sent outside the Post Office channels (by messenger or courier).

Corresponding envelopes (franked and unfranked) with preprinted return address are available for most of the stationery used by the Director, Deputy Director and Executive Director. However, plain envelopes may be used with appropriate return address typed in upper left corner.

Stocks of the various types of envelopes used by the Agency (white, opaque, and manila, as well as air mail, franked and chain envelopes -- in various sizes) are available through the Agency supply system.

26. Addressing Envelopes. In addressing envelopes, if envelope does not have preprinted return address, type the return address in block style, single space, in the upper left corner. Type the name of the addressee approximately one-half the depth and one-half the width of the envelope.

Again, single space the name and address in block form.

Double spaced
except if address
contains four
lines; then
single spaced.

The return address for the Director is as follows:

Director of Central Intelligence
Washington, D. C. 20505

or

Director, Central Intelligence Agency
Washington, D. C. 20505

I think would look better
Director
Central Intelligence Agency

If any special handling is required, instruction should be typed in all caps above the address, i.e., "SPECIAL DELIVERY," "REGISTERED MAIL," or "VIA AIR MAIL," if not using air mail envelope.

27. Inter-Agency Mail. If ^{material} contents of mail being sent to another Government agency is unclassified, indicate on the envelope the addressee, the room and stop number. Do not use a franked envelope. (Delivery is made by U. S. Official Mail and Messenger Service.)

If material is classified, attach Form 240 Courier Receipt. Indicate on courier receipt and envelope the room number, building, and street address, if appropriate. Do not include Stop Number. (Delivery is made by Agency courier.) (Reminder: Classified material is always double wrapped and the inner envelope must be stamped with appropriate Defense Classification.)

Don't think room number is necessary — or stop number.

Section G. ASSEMBLING AND FORWARDING
CORRESPONDENCE

28. Assembling Correspondence. Final responsibility for the correct assembly of correspondence rests with the originator. Correspondence correctly assembled for forwarding to the Office of the Director for signature will include the following items, as appropriate, in the sequence indicated:

- (a) Routing Sheet or Transmittal Slip
- (b) Transmittal memorandum, if necessary, explaining purpose for correspondence.
- (c) Original of correspondence for signature. (Reminder: Staples should never be used on original or copies going outside Agency.)
- (d) Official file copy showing originator, originating office identification, concurrences, complete distribution, etc.
- (e) Basic correspondence and references, if any.
- (f) Courtesy and information copies (on appropriate letterhead if going outside Agency).
- (g) Internal copies with completed routing slips.
- (h) Completed envelopes for original and all copies requiring envelopes, postage slips if required, and completed document and courier receipts.

29. Materials for Assembling and Forwarding Correspondence. Pages _____ through _____ of this Section are exhibits of materials to be used in forwarding correspondence to the office of the signing official, and between other offices. Additional and more specific information covering transmittal of material with special defense classifications, etc. will be covered in greater detail in supplements to this Manual prepared by the Deputy Directorates.

I included here pages from the manual prepared by [REDACTED] A
"Materials for Assembling and Forwarding Correspondence."
I think this should probably be more complete -- i.e., routing
slips completed, etc.

Section H. FORMS OF ADDRESS

30. Form of address, salutation, and complimentary close are frequently based on the background, experience, and personal relationship or preference of the person signing the letter, as well as on its purpose, and the person to whom it is being addressed. The examples of form of address and salutation given in this chapter are conventional forms in general use and may be varied under certain conditions. Complimentary close is not shown in the samples; the complimentary close used by the Director, Deputy Director, and Executive Director is "Sincerely."

31. Addresses are typed in block style with single spacing, and open punctuation. Figures are used for numbered addresses and for numbered streets designated by the ordinals beginning with the 10th. Numbered streets designated by ordinals below 10th are spelled out. Additional Zip Code numbers may be obtained from the Agency's Mail Room.

25X1A9a

I included here the list included in the manual prepared by Mr. [REDACTED] but would delete many of the names listed therein, would eliminate "Complimentary Close," and would change "Honorable" to read "The Honorable" in all cases.

Chapter II

CORRESPONDENCE FOR OFFICE OF THE DIRECTOR

THE DIRECTOR OF CENTRAL INTELLIGENCE

WASHINGTON 25, D. C.

(Date to be inserted
after letter signed.)

The Honorable Robert S. McNamara
The Secretary of Defense
Washington, D. C. 20301 ← 20301

Dear Mr. Secretary:

This is a sample of a letter prepared for the signature of the Director in his role of "Director of Central Intelligence" as opposed to his role of "Director of Central Intelligence Agency." The letterhead paper, "Director of Central Intelligence" has been chosen by the originating office since it was determined that the content of the letter dealt with matters pertaining to the intelligence community, or with a matter of interest to the Director in his capacity as Director of Central Intelligence, and not with Central Intelligence Agency matters. You will note in Exhibit _____ that different letterhead is used in correspondence prepared for the signature of the Director when the content deals specifically with Agency matters and is to be signed by him in his capacity as head of the Agency.

The stationery on which this sample appears would also be used by the Deputy Director when signing as Acting Director of Central Intelligence in the absence of the Director. Corresponding letterhead tissue is available and will be used for all courtesy and information copies leaving the Agency.

In preparing correspondence for the signature of the Director, Deputy Director, or Executive Director, the date should be omitted by the secretary preparing the correspondence and will be inserted by the office of the signing official when signature has been accomplished. After letter has been signed, it will be conformed and dispatched by the Executive Registry; one copy will be retained by the Registry, and the remainder will be disseminated as indicated by the office of origin.

Forms of address are discussed in Section _____, and a list of addressees and salutations most commonly used may be found there also. In attempting to determine proper salutation, a good rule of thumb is to use formal salutation unless otherwise instructed by the office of the signing official, i.e., "Dear Mr. Secretary:" and not "Dear Bob:."

The finished letter should have a well-balanced appearance. Consider the length of the message and adjust the margins accordingly. Begin the body of the letter two spaces below the salutation line. Short letters

of only one paragraph, or less than nine lines, may be double spaced. Longer letters will be single spaced with double spacing between paragraphs. Primary paragraphs are indented about five spaces but are not numbered in a letter. Subparagraphs are indented further and are identified by letters and numerals as shown in Paragraph _____ of this Handbook.

Second and succeeding pages are typed on plain stationery and are numbered. This is discussed in Paragraph _____.

The complimentary close is typed two spaces below the last line of the body of the letter, beginning one or two spaces to the right of the center of the page. The complimentary close used by the Director, Deputy Director, and the Executive Director is "Sincerely."

The name of the signing official is typed five spaces below, and centered with respect to, the complimentary close. Since it is clear from this particular letterhead that the signer is the Director, his title is not repeated under his typed name. However, in the use of the letterhead by the Deputy Director, the title (Acting Director) would be centered immediately below the name, and typed in initial caps only.

Note that a single enclosure (or attachment) is not identified by a number, and need not be described if identified in the text of the correspondence.

Distribution of copies is discussed in Paragraph _____. Notice particularly that internal distribution is shown only on copies that remain in the Agency and should never be reflected on copies leaving the Agency. Whether to indicate external distribution on the original and other copies (courtesy and information copies) leaving the Agency must be left to the judgment of the originator and the signing official, but normally would be reflected as shown in this sample as "cc:," two spaces below the Enclosure listing.

Originating office identification and complete distribution will be shown on copies that will remain in the Agency only.

Defense classification, if required, will be affixed (by the originating office) in accordance with current Security Regulations.

If necessary, letter for signature of Director, Deputy Director, or Executive Director, will be accompanied by brief memorandum giving background information or purpose for correspondence.

Sincerely,

W. F. Raborn

(Information below this line typed on internal copies only:)

CONCUR: (This may not be necessary if appropriate Deputy Director has concurred in or signed transmittal memorandum giving background or purpose for correspondence to Director.)

Deputy Director for Support

(Date)

DTR/BMatthews:blc/2468 (1 Jun 65)

Distribution:

- Orig & 1 - Addressee
- 1 - DCI
- 1 - ER w/basic
- 1 - DD/S w/cy basic
- 1 - (Others as deemed necessary by originating office)



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

(Date to be inserted
after memorandum signed)

MEMORANDUM FOR: Director, Bureau of the Budget

SUBJECT : Sample Memorandum for Signature of The Director.
Signing as the Head of the Central Intelligence Agency

REFERENCES : (a) CIA Handbook, dated 9 September 1953, subject,
"Correspondence"
(b) DCI Memorandum, dated 5 August 1958, subject,
"Correspondence for Signature of DCI."

1. This is a sample of a memorandum prepared for the signature of The Director, (in his capacity as head of the Central Intelligence Agency), going outside the Agency, and has been prepared in memorandum form because informality was desired or because it is a reply to incoming correspondence which was received in memorandum form. Since the basic format for correspondence has previously been discussed in this Handbook it will not be repeated in detail in this sample.

2. This letterhead has been chosen because the subject discussed in the memorandum deals with Agency matters and will be signed by The Director as head of the Agency, as opposed to dealing with intelligence community matters, in which case the Director would sign as "Director of Central Intelligence." Corresponding letterhead tissue will be used for all courtesy and information copies leaving the Agency. All internal copies will be plain tissue or letterex. This letterhead is also used in preparing correspondence for the signature of the Executive Director, or for signature of either the Deputy Director or Executive Director when signing as Acting Director in the absence of The Director.

3. As in letter form, date is omitted from the memorandum by the secretary preparing correspondence and will be added by signing official's office at the time of signature.

4. Paragraphing, as well as spacing, is the same as format for a letter except that, if memorandum consists of more than one paragraph, the paragraphs are numbered.

5. The name of the signing official is typed in initial caps five lines below the body of the memorandum and one or two spaces to the right of the center of the page in accordance with signature elements described in paragraph _____. The title is typed immediately below the signer's name, in initial caps, and centered with respect to the name of the signing official.

6. Note the method of listing referenced material, or other material, as enclosures. Distribution of original and copies is discussed in Section _____, Paragraph _____.

7. Page numbering, originating office identification, etc. is the same as for letter format. You will note that this sample also shows format for concurrence lines.

W. F. Raborn
Director

Enclosures: (1) Copy of Reference (a)
(2) Excerpt from "Secretary's Handbook"

Distribution: (Typed on all internal copies only)

Orig & 1 - Addressee

1 - Signing Official

1 - Executive Registry

1 - DD/S

1 - (Other copies as deemed necessary by originator)

* Originated by:

Director of Training

(Date)

* Concurrence:

Deputy Director for Support

(Date)

TR/IS/JDoe:blc(1Jun65)

*(It is the responsibility of the secretaries in the offices of the originator and concurring officials to type the name and date of these officials and/or any comments, qualified concurrences or nonconcurrences, etc., on all internal copies.)

10 January 1965

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Correspondence Addressed to the Office of the Director

1. This illustrates a memorandum submitted to the Director (Deputy Director, or Executive Director) for information, action, or recommendation for approval. These memorandums will be prepared on plain bond paper and the first paragraph should open with a sentence similar to one of the following:

a. "This memorandum is for information only; particular reference is made to paragraphs _____, and _____."

b. "This memorandum suggests action on the part of the Director (Deputy Director or Executive Director). Such action is requested in paragraph _____."

c. "This memorandum contains a recommendation submitted for approval of the Director (Deputy Director or Executive Director). Such recommendation is contained in paragraph _____."

d. "This memorandum transmits correspondence for the signature of the Director (Deputy Director or Executive Director). It is felt this correspondence is required because . . . " A brief (one or two short paragraphs) explanation of the purpose for the correspondence should be given.

e. "This memorandum contains background information for the Director (Deputy Director or Executive Director) in connection with his (tentative) appointment with (Name, position, organization, etc.) at (time) on (day), (date). (Tentative) telephonic arrangements were made by Mr. Joe Bloo of this office with Miss Swedish, secretary to the Director. (See Exhibit _____ for further information and sample of this type memorandum.)

2. These memorandums will provide for concurrence by the appropriate Deputy Director, and other officials if required. The originating officer is responsible for ensuring that all coordination has been obtained before the paper reaches the Office of the Director. The originator should also make certain that the file is properly assembled and that all enclosures are included. Originating office is also responsible for determining correct Defense Classification and for accomplishing classification on all material in accordance with existing Security Regulations.

3. Since this type of correspondence is for internal use only, distribution should be shown on original and all copies. If memorandum being submitted is for action or approval, the original and all copies should go forward to the office of the signer (with the exception of a holdback copy which may be held by the originator, if desired). After signature, Executive Registry will conform and disseminate copies. Usually the original will be returned to the originating or action official, through the appropriate Deputy Director and other concurring officials, if necessary. One copy will be provided the office of the signer; one retained by Executive Registry; and the other copies disseminated as indicated on the memorandum by the originating official. In submitting memorandums for information, original and one copy normally will be sufficient for the addressee. (In connection with memorandums of information, see also Exhibits _____ (Memorandum of Conversation), and _____ (Memorandum for the Record).

Baird Matthews
Director of Training

Attachment

CONCURRENCES:

Director of Security Date

Deputy Director for Support Date

*The recommendation contained in paragraph _____ is approved: _____
Date

Director

Distribution:

- Orig - DCI and return to DTR
- 1 - DCI
- 1 - ER w/cy attachment
- 1 - DD/S w/cy attachment
- 1 - D/Security w/cy attachment
- 1 - (Others as indicated by originator)

10 January 1965

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : Deputy Director for Support

SUBJECT : Correspondence Addressed to the Office of the Director
re Appointments for Outside Visitors

1. This is a sample memorandum to be submitted to the Director (and/or Deputy Director, and/or Executive Director) supplying background information on outside (Agency) or foreign visitor, when it is planned that meeting, luncheon, dinner, etc., involving the Director (Deputy Director or Executive Director) should occur.

2. Memorandum should open with a paragraph similar to the one used in paragraph 1e., Exhibit _____. The memorandum should give the background of the visit, purpose of the contact, should list and identify any accompanying officials (both Agency and non-Agency), should provide biographic information on the visitor or visitors, and pictures if available, especially if visitor unknown to the Director or official with whom contact will be made. The picture will be returned to the originating office after contact has been accomplished. If meeting is being planned, all attendees should be listed, and if luncheon or dinner is being arranged, a suggested guest list should be attached. Also included in the memorandum should be suggested topics of conversation, or subjects the visitor might raise.

3. Approval line for signature of the Director (Deputy Director and Executive Director) should be omitted since approval should have been previously obtained by telephone, and since the Director will want to retain the correspondence until after the action has been completed. Also, all other copies should be disseminated to all interested officials prior to the date of contact.

Joe E. Bloe
Deputy Director for Intelligence

Attachments:

- (1) Biographic Sketch w/photo
- (2) Proposed Guest List

Distribution:

- Orig & 1 - DCI w/attachments
- 1 - DDCI w/cy attachments

Approved For Release 2001/03/02 : CIA-RDP74-00005R000200080051-9

- 1 - DD/S
- 1 - DD/I (and other copies as required)

UNITED STATES INTELLIGENCE BOARD

OFFICE OF THE CHAIRMAN

(Date to be inserted
at time of signature)

Lieutenant General Marshall S. Carter
Director, National Security Agency
Fort George G. Meade, Maryland

Dear General Carter:

This sample illustrates letterhead stationery to be used in preparation of correspondence for the signature of the Director in his role as Chairman, United States Intelligence Board. This stationery is used solely for correspondence dealing with USIB matters, and going generally to the USIB principals, or to other government officials reporting USIB decisions, etc.

This stationery would also be used in the absence of the Chairman for correspondence to be signed by the Deputy Director as Acting Chairman.

This sample is being prepared primarily to illustrate letterhead and signature element.

Sincerely,

W. F. Raborn
Chairman

cc: All USIB Principals

Memorandum of Conversation

Date: (Date Memo signed)

SUBJECT : Meeting with the Chairman, Civil Service Commission, on
11 June 1965, re "Summer Employment"

PARTICIPANTS: Mr. John Doe, Chairman, Civil Service Commission;
Mr. Thomas Thomas, DDCI; Mr. K. L. Black, DD/S;
Mr. Joe Doakes, D/Pers.

COPIES TO : DDCI; DD/S; D/Pers; Executive Registry

1. This form may be used in reporting conversations with individuals outside the Agency. Form is not necessary if conversation is made a part of minutes of a meeting, reported in an intelligence information report, or is recorded in another form of memorandum.

2. If meeting is attended by DCI, DDCI, or Executive Director, and by other Agency officials, the official most directly involved in the subject matter will ~~normally be asked to~~ prepare the memorandum.

3. Normally, copies of the memorandum will be sent to each Agency participant, and, if DCI, DDCI, or Executive Director attended the meeting, in addition to copy for them, one copy should be forwarded for retention by Executive Registry. Dissemination of all copies normally will be made by the official preparing the memorandum.

4. Signature line for approval by the DCI, DDCI, or Executive Director is not necessary and should not be included. Except on very rare occasions, these officials will not wish to review the memorandums for substance prior to their being disseminated.

5. If memorandum is longer than one page, plain bond paper should be used for succeeding pages. Page numbering should begin with the second page.

See typewritten suggestion

John Doe
Director of Logistics

Yes!!
54 hr 55
that this
should be
done without
being asked
by O/D

11 June 1965

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting of 10 June 1965 re Transportation to and from
Agency Buildings

1. A Memorandum for the Record, typed on plain bond paper, will be prepared to record important conversations, data, or events when use of Form 1132 or other form of record is not appropriate.

2. When memorandum concerns a meeting, the participants should be listed and identified. The text should include notation regarding any action to be taken or of any commitments made.

3. Copies should be prepared for all Agency participants or interested Agency officials, and complete distribution should be typed on the original and all copies. If the Director, Deputy Director, or the Executive Director were participants in meeting being recorded, an additional copy should be prepared for Executive Registry.

K. L. Black
Deputy Director for Support

Attachment

Distribution:

- Orig - DCI
- 1 - Executive Registry
- 1 - DD/S
- 1 - (Others to interested officials, participants, or action officials)

See typewritten suggestion

CENTRAL INTELLIGENCE AGENCY

Washington, D. C. 20505

Office of Deputy Director of Central Intelligence

(Date will be inserted at
time of signature)

The Honorable Joe Doakes
Special Assistant to the President
for National Security Affairs
The White House
Washington, D. C. 20501

Dear Mr. Doakes:

This is a sample of a letter prepared for the signature of the Deputy Director. You will note that this letterhead carries the name of the "Central Intelligence Agency," and the "Office of Deputy Director of Central Intelligence." This stationery (and corresponding tissue) should be used in preparation of all correspondence for the Deputy Director's signature when correspondence is to leave the Agency. (In the event the Deputy Director is signing correspondence as Acting Director in the absence of the Director, appropriate letterhead that would normally be used for the Director's signature will be used. See samples of correspondence for the Director's signature for discussion of his various types of stationery.)

Basic style of a letter has been discussed previously in the Handbook and illustrated in sample correspondence for the signature of the Director and therefore will not be repeated in this sample. This sample will serve primarily to show stationery and signature element of the Deputy Director. When using this stationery, it is necessary to type the title below the name (centered with respect to the name) because of the wording on the letterhead.

Sincerely,

Richard Helms
Deputy Director

Enclosure

cc: Director, NSA w/cy encl.

(Typed on internal copies only)

ORIGINATED BY:

Director of Training Date

CONCURRENCE:

Deputy Director for Support Date

Distribution:

Orig & 1 - Addressee

1 - DDCI

1 - ER w/basic and cy encl.

1 - DD/S

1 - (Copies as determined by originator)

IS/TR:TRJames:lec (14 Jun 65)

Rewritten: DDTR:RJJones:cel (15 Jun 65)



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

(Date to be inserted
at time of signature)

Mr. John J. Doe
Executive Director
U. S. Civil Service Commission
1900 E Street, N. W.
Washington, D. C. 20415

Dear Mr. Doe:

This is a sample of a letter prepared for the signature of the Executive Director. Basic style is the same as correspondence for the signature of the Director and Deputy Director.

This sample will serve primarily to show correct stationery and signature element of the Executive Director. "Office of the Director, Central Intelligence Agency" letterhead normally will be used in preparing correspondence for signature of the Executive Director since, in his responsibility for overall management of the Agency, most of his correspondence will deal with matters pertaining to the Agency.

The title to be used in correspondence will depend on the subject matter. If correspondence deals with Agency budget or financial matters, title will be "Executive Director-Comptroller." If correspondence deals with Agency matters other than money, the title will be "Executive Director." If the Executive Director is signing as Acting Director or Acting Deputy Director in the absence of either of these officials, appropriate stationery will be used, i. e., either "Central Intelligence Agency, Office of the Director," or "Central Intelligence Agency, Office of the Deputy Director."

Sincerely,

Lyman B. Kirkpatrick
Executive Director*

Typed on internal copies only:

Distribution:

Orig and 1 - Addressee

1 - Ex Dir

1 - Executive Registry

1 - DD/S (and others as deemed necessary)

DD/S:KLBlack:os (15 Jun 65)